

## **Minutes of the Finance Committee**

**Wednesday, July 16, 2008**

Chair Haukohl called the meeting to order at 8:30 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Bill Zaborowski, Pamela Meyer, Jim Heinrich, Rob Hutton, and Steve Wimmer. Jean Tortomasi arrived at 8:35 a.m. and Hutton left the meeting at 10:46 a.m.

**Also Present:** Chief of Staff Lee Esler, Treasurer Pam Reeves, Public Works Director Rich Bolte, Waukesha Metro Transit Director Bob Johnson, Waukesha Metro Transit Deputy Director Andrew Johnson, Budget Specialist Linda Witkowski, Business Manager Betsy Crosswaite, Highway Operations Manager Pete Chladil, Internal Audit Manager Lori Schubert, Wisconsin Coach Lines Vice President Tom Dieckelman, Budget Manager Keith Swartz, Administration Director Norm Cummings, Senior Financial Analyst Linda Hein. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of July 2, 2008**

MOTION: Heinrich moved, second by Zaborowski to approve the minutes of July 2. Motion carried 6-0.

### **Schedule Next Meeting Dates**

August 6.

### **Chair's Executive Committee Report of July 7, 2008**

Haukohl advised of the following issues discussed at the last Executive Committee meeting.

- Heard an update on the Waukesha County Economic Development Corporation (WCEDC) by Executive Director Bill Mitchell who spoke of being more proactive to attract new business.
- Held a pre-ordinance discussion on the new formula for taxation of non-library communities.
- Defeated Supervisor Wolff's ordinance to restrict the scheduling and time allotment for presentations at County Board meetings

### **Announcements**

Meyer advised she would not be able to attend the August 20 Finance Committee meeting.

Tortomasi arrived at 8:35 a.m. She asked that a correction be made to the minutes of July 2 under "Announcements." No objections were voiced.

### **Contract Procurement Process for Armored Car Services**

Reeves said the contract was awarded to Dunbar Armored, the highest rated proposer, for a total contract cost of \$26,651.12 for the first year of a five-year contract. The budgeted amount was \$22,868.92. Dunbar was one of two vendors who submitted RFP's for consideration. Haukohl asked how the overage would impact her budget. Reeves said her 2009 budget hasn't gone

before the County Executive yet so she doesn't know how her budget will be affected. She said Parks & Land Use has a bigger piece of the pie and Thelke is aware of this.

MOTION: Tortomasi moved, second by Wimmer to approve the contract procurement process for armored car services. Motion carried 7-0.

### **Annual Report on Transit Routes and Contract with City of Waukesha**

A. Johnson distributed copies of "Waukesha County Transportation – Summary Financial Information: January – December 2007." For 2007, B. Johnson said expenses came in slightly under budget and revenues came in slightly over budget. Therefore, the total amount of operating assistance was slightly less than the total budget, including Waukesha County's share which was over \$756,480. Wisconsin Coach Lines (WCL) Route 901/904/905 (Waukesha-Milwaukee Express) saw a 2.1% decrease in rides. B. Johnson said this was surprising although they did make some scheduling changes at the beginning of the year and they did raise fares. WCL Route 906 (Mukwonago-Milwaukee Express) saw an 8.4% decline in ridership. Part of that may be due to a large amount of highway construction so city streets had to be traveled instead which slowed down trips considerably. WCL Route 218 (New Berlin Industrial Park) saw a 3.8% drop in ridership. The Curative Care Paratransit Service 901 (Waukesha-Milwaukee) experienced a 5.2% increase. B. Johnson said transportation for the elderly and disabled is increasing at a high rate nationwide. Milwaukee County Transit (MCT) Route 9 (Menomonee Falls/Butler) was discontinued at the end of 2007. Even though there was a 30% jump in ridership prior to cancellation, it was still a poor performing route with a high cost per ride. MCT Route 10 (Brookfield-Milwaukee) saw an increase in ridership of 2.1%. B. Johnson noted this is by far the best performing route in the Waukesha County system. MCT Route 79 (Menomonee Falls Freeway Flyer) saw a decrease in ridership of 8.3%. B. Johnson doesn't know the reason for the decrease but he noted that Milwaukee County did raise fares. Waukesha Metro Transit (WMT) Route 1 (Waukesha-Brookfield) saw an increase in ridership totaling 2.6%. In 2007, the Waukesha County Transit System experienced an overall decrease of 0.2% in ridership and an approximate 6% increase in costs.

Johnson distributed copies of "Waukesha County Transportation – Summary Financial Information: January – December 2008 Year-to-Date." B. Johnson said it's too early to make conclusions based on five months but they're currently running about \$85,000 over budget, due almost entirely to fuel. So far for 2008, WCL Route 901/904/905 saw a 13.8% increase in ridership, most likely due to the surge in gas prices. B. Johnson said this is a double-edged sword, however, because diesel fuel costs went up at a much greater rate. Route 906 is still subject to construction and detours but it experienced a 2.7% increase in ridership. To answer Haukohl's question, Bolte said construction should be completed by late fall/early winter. Route 218 saw an increase in ridership totaling 19.9%, again, probably due to increased fuel costs but perhaps also because of new businesses along the route. MCT Route 10 saw a decrease in ridership of 9.7%, most likely due to a 25-cent (zone) fare increase that went into effect January 1, 2008. MCT Route 79 saw an increase in ridership of 7.1% and an 11.5% increase in revenues. Paratransit Service 901, which was taken over by a different company in May, saw a decrease in ridership of 11%, partially due to the takeover. However, B. Johnson said ridership is increasing again. Route 1 saw an increase in ridership of 4%. In 2008, the Waukesha County Transit System experienced an overall increase in ridership of 2.8% and a cost increase of 9.1%.

Regarding the Paratransit route and to answer Haukohl's question, A. Johnson said the County is required to provide curb-to-curb service however they decided to provide door-through-door (a step higher than door-to-door) for the disabled community. If the County wants to look at that, they can do a cost comparison. Bolte said the old Public Works Committee directed door-through-door service and until he hears from them otherwise, that's what we're going to do. Haukohl said she would like to see some cost comparisons and examine any liability issues. Esler asked what are the total operating costs per ride on Waukesha Metro Lift and why didn't they bid? B. Johnson said they were prohibited from bidding by your (the County's) director. Esler asked what the costs are whereby A. Johnson said between \$22 and \$25 per ride. Haukohl asked why they were prohibited from bidding. Bolte said, quite simply, it was a conflict of interest which you all directed that we do – to prohibit them from bidding on their own contracts that they administer. Swartz said they could bid on paratransit services offered by our Senior Services area. B. Johnson said they could but it was never considered. Hutton had concerns with liability and costs for providing this service and felt these needed to be looked into.

B. Johnson said the University of Wisconsin-Milwaukee eliminated the U-Pass from the WCL routes and no longer pays for that for their students. Staff are looking at changing the schedule to provide fewer trips or completely discontinue the service because we're not receiving any revenues other than the share box for those rides. In addition, they've had requests to go to the VA hospital and the Milwaukee County Medical Complex, via Route 901. Other counties who offer this service have reported good ridership for both. Staff will look into this as well. B. Johnson said they have evaluated bids for operating a route that is funded with CMAQ funds in New Berlin around the National Ave./Moorland Rd./I-43 area. Staff will evaluate those proposals and if it fits into the budget, considering the fuel situation, it could start in the fall.

### **Ordinance 163-O-023: Modify The 2008 Transportation Fund Budget**

Bolte said this ordinance modifies the budget to address concerns from this winter and they need expenditure authority going into the 2008-2009 winter season. He expects to be back in January or February once we receive all the state revenues and we know what the bottom line is. Crosswaite said they're asking to appropriate a total of \$437,000 in revenues and an equal amount of expenses. The revenues are coming from FEMA (\$137,000) and the State (\$300,000) to be used for overtime (\$132,000), sand and salt (\$272,000), and to purchase plow blades (\$33,000).

MOTION: Heinrich moved, second by Tortomasi to approve Ordinance 163-O-023. Motion carried 7-0.

### **Report on the Third Shift Snow Plow Program**

Chladil said three temporary patrol workers started in January and for one week they worked with the regular workers to get acclimated. The temporary workers worked until the end of February and put in 632 regular hours and 63 hours of overtime. They plowed snow, cleaned off bridge decks, looked for icy areas in need of salting or sanding, and cleared frozen drains on I-94. Temporary workers also stocked salt so day workers could get much needed rest. This program was funded by the State and we don't know if they will continue funding this due to budget issues. Bolte said if the state offers to fund it again we will take advantage but if they

don't we will still be able to keep the streets safe. Haukohl asked if we would need to do another ordinance. Bolte didn't think this was necessary and we would just accept the revenues. Bolte noted that the original ordinance was necessary because they were modifying the budget.

**Mid-Year Department of Administration Budget Status Report**

Cummings and Hein were present to discuss this issue and referred to the 2008 adopted budget book for reference. Cummings said, overall, they're doing fine with their budget. The only area they are concerned with is health insurance. In the Information Systems Division, two employees switched from single to family health insurance plans and that had a big impact on the budget. However, Cummings said due to turnover he believes they will make their budget, no problem. Cummings advised we get a 0.8% rebate on all purchases made on procurement (credit) cards, up from 0.3%. Last year we spent \$2.2 million on qualified purchases and this year we're estimating to spend about \$2.5 million. Cummings went on to review strategic objectives and outcomes, and budgetary figures for each division in the Department of Administration.

Hutton left the meeting at 10:46 a.m.

MOTION: Wimmer moved, second by Heinrich to adjourn at 10:51 a.m. Motion carried 6-0.

Respectfully submitted,

Approved on: \_\_\_\_\_

Pamela Meyer  
Secretary